**First Rock Baptist Child Development Center**

1. **H Street S.E.**

**Washington, DC 20019**

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**Patricia A. Bodrick Bertha A. Holman**

 **Director Chairperson**

Dear FRBC CDC Staff, Parents and Guardians:

We trust you and your family have been safe during this unprecedent time of the COVID-19 (Coronavirus) crisis that is spreading through our country. We are monitoring the situation closely and am happy to report we have news to share based on information we have about the operation FRBC Child Development Center.

Effective **Tuesday, September 8th** we plan to reopen. FRBC CDC is reducing our hours of operation to implement our new policies and procedures, in order to keep our program clean and to minimize the spread of germs. Our new hours of operation are 8:00am – 4:30pm, Monday thru Friday. If any changes to our hours of operation are needed in the future, we will provide you with as much notice as possible***. PLEASE READ THIS LETTER IN IT's ENTIRETY.***  We will be taking extra precautions to ward off Coronavirus. We are taking these extra steps to support the health and safety of your children, your family and our staff.

Please take note of the following changes to our policies and procedures:

**Check-In and Pick-Up (door to door drop off and pick up)**

* Families will be greeted at the DOOR where a staff member will greet the child(ren). Parents and other family members will not be allowed inside the child care program. Prior to parents leaving the site, a trained staff member will take the temperature of their child(ren) and ask parents the following questions:
	+ Do you live with anyone or have you had close contact with anyone who has been diagnosed with COVID-19 within the past 14 days?
	+ Do you or anyone in your household have a fever, cough and/or shortness of breath?
	+ Do you or your child(ren) have any other signs of communicable illness such as a cold or flu?
* Children and staff will be required to wash their hands immediately upon entering the building and every 90 minutes throughout the day. When children are received for drop-off, they will be escorted into the nearest bathroom where their hands will be washed prior to being brought to their classroom/child care area.
* Upon your arrival to pick up your child, a staff member will bring your child out to you. Doing so will limit direct contact and help us to maintain social and physical distancing.
* IT IS IMPORTANT THAT YOUR CHILD IS PICKED UP ON TIME. THIS ALLOWS STAFF TO CLEAN, SANITIZE AND PREPARE FOR THE NEXT EDUCATIONAL DAY.

**Healthy Environment**

* We will separate children into smaller groups that fall within state or local guidelines.
* Each child will have their own supplies such as crayons, paint brushes, and paste that will be cleaned between each use (ABSOLUTELY NO SHARING).
* All classrooms will remain separated to reduce the number of children in one area and to reduce the possibility of viral transmission.
* The number of toys and other items in the classroom will be reduced and rotated to permit washing and sanitizing frequently.
* Children will not be permitted to bring toys or back packs from home.
* Staff will disinfect high-touch surfaces, such as door handles, light switches, faucets, toys and games that children play with at least once daily.
* We will perform an enhanced deep cleaning every night in all areas, on all touched surfaces.
* Staff will have access to anti-bacterial hand sanitizers and disposable gloves and use them as needed.
* Staff will wash/scrub their hands and children’s hands a minimum of every 90 minutes (noted by the CDC as the most effective preventive measure).
* No program tours will be given until further notice to reduce the number of visitors in the building.

**Meal Preparation & Service**

* All surfaces will be disinfected before and after meal preparation and feedings using CDC- or EPA-approved products.
* All staff will wash hands before and after meal preparation and feeding. Staff is required to wear personal protection equipment (PPE).
* Each child’s meal will be individually wrapped and served by staff, instead of served family-style.

**Child Health**

* All students are required to have updated health forms on file.
* Staff will receive education on COVID-19 symptoms as well as preventive measures.
* Children who start to experience symptoms of respiratory illness, including a fever of >100.4 while at child care, will be isolated from other children and should be immediately picked up and must follow the recommendation given **NO EXCEPTION**.
* Children two(2) and over are required to wear mask.
* Until further notice, all program field trips will be suspended.

**Staff Health & Wellness**

* Staff will receive additional training on infection control and workplace disinfection.
* Staff will not share their phone, devices or meal or utensils with one another or children.
* Staff will check their temperature at the beginning of each shift and notify their supervisor if >100.4 as well as self-monitor for signs and symptoms of COVID-19 and notify their supervisor if any develop (fever or respiratory symptoms).
* Staff will wash their hands immediately upon entering the program and immediately prior to leaving.
* Staff will not be allowed to work if they are feeling ill or experiencing respiratory symptoms.

**Tuition**

* No unpaid vacation weeks will be allowed to be used by families during this time period.
* As long as we are open and your child is in attendance, tuition will be due in full. This includes if we are only open for a portion of a week and need to close for the remainder of the week.
* If you are able to work from home and choose to keep your children at home, you will be required to pay ALL of your normal weekly tuition to retain your spot.
* If you are laid off or are part of a reduction in staffing and choose to keep your child at home, you are required to make arrangements with the Director regarding tuition.
* If you choose to pull your child out and not make arrangements, there is no guaranteed spot upon a request to return.

**Communication**

* If the current situation changes and it becomes necessary to update our procedures or close our program temporarily, we will notify key family contact by email, telephone, text or other means of communications as needed.
* It is important for families and staff to communicate often and to be transparent with one another. Please voice concerns or questions you have as soon as possible.
* You may follow our social media page [www.firstrockbaptistchurch.org](http://www.firstrockbaptistchurch.org) Click on Child Development Center tab for late-breaking program updates.

Thank you for your understanding and patience as we implement these new procedures. Our goal is to minimize disruption while at the same time keeping you, your family and our staff healthy and well.

These guidelines are subject to change as we are receiving constant updates and guidance from OSSE.

Sincerely,

FRBC CDC Management Team